



DEPARTMENT OF DEVELOPMENTAL SERVICES  
EXAMINATION ANNOUNCEMENT



CUSTODIAN

OPEN -SPOT

8SNHK

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**SPOT FOR: SONOMA DEVELOPMENTAL CENTER**

**CONTINUOUS TESTING-NO FINAL FILE DATE**

Applications may be downloaded from the State Personnel Board website at <http://www.spb.ca.gov/>. Application (Form 678) are available and MUST be filed in person or by mail with:

Sonoma Developmental Center  
15000 Arnold Drive  
Porter Administration Building  
Eldridge, CA 95431  
(707) 938-6538

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**SALARY RANGE:** \$2,098-\$2,549 per month

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:**

**Note:** IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON THE APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM QUALIFICATIONS**

**Either I**

Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

**Or II**

Six months of experience as a Custodian.

Under supervision, to perform custodial duties in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

**WRITTEN TEST - Weighted 100%**

**Scope:**

**A. Knowledge of:**

1. Methods, materials, chemicals, disinfectants, and equipment used in custodial work
2. Safety practices in custodial work.

**B. Ability to:**

1. Use and care for custodial equipment and supplies.
2. Follow directions.
3. Communicate effectively at a level appropriate to the classification.

**SPECIAL PERSONAL CHARACTERISTIC:** Willingness to work at night.

**VETERANS' PREFERENCE CREDIT** will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.

**ELIGIBLE LIST INFORMATION:** The resulting eligible list will be used to fill vacancies at Sonoma Developmental only. Names of successful candidates will merged into the list in order of final scores regardless of the date. Eligibility expires 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

**BACKGROUND INVESTIGATION:** Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for examination, Form STD-678, that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

**EXAMINATION INFORMATION:**

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**TESTING PERIOD INFORMATION:** A candidate may be tested only once during a testing period. The testing period for this examination are: January 1 through March 31: April 1 through June 30: July 1 through September 30: October 1 through December 31.

**THE POSITION:**

SEE REVERSE FOR ADDITIONAL INFORMATION

Custodian  
DC40 - 2011

Continuous Filing

**GENERAL INFORMATION**

It is the **CANDIDATE'S RESPONSIBILITY** to contact Sonoma Developmental Center's Testing Office three days prior to the test date if he/she has not received his/her notice.

For an examination without a written feature it is the **CANDIDATE'S RESPONSIBILITY** to contact Sonoma Developmental Center's Testing Office four weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board (SPB) offices, offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**SPB** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**EXAMINATION LOCATIONS:** Written Location will be limited to Sonoma Developmental Center only.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** In addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

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**DEPARTMENT OF DEVELOPMENTAL SERVICES** - 1600 9TH STREET, P.O. Box 944202, Sacramento, CA 94244-2020  
Telephone: Public: (916) 654-1625 TDD: Voice of hearing Impaired (916) 654-2054

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FAIRVIEW  
DEVELOPMENTAL CENTER  
2501 Harbor Boulevard  
Costa Mesa, CA 92626  
Public: (714) 957-5121  
TDD: (714) 957-5246

LANTERMAN  
DEVELOPMENTAL CENTER  
3530 Pomona Boulevard  
Pomona, CA 91768  
Public: (909) 595-1221  
TDD: (909) 595-3971

CANYON SPRINGS  
DEVELOPMENTAL CENTER  
69-969 Ramon Road  
Cathedral City, CA 92334  
Public: (760) 770-6200

PORTERVILLE  
DEVELOPMENTAL CENTER  
26501 Avenue 140  
Porterville, CA 93258  
Public: (209) 782-2087  
TDD: (209) 781-7822

SONOMA  
DEVELOPMENTAL CENTER  
15000 Arnold Drive  
Eldridge, CA 95431  
Public: (707) 938-6538  
TDD: (707) 938-6200

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